

Labor Exchange

“Find A Seeker”

Toolbox 2.0 Desk Aid

Workforce system staff process

Finding a job seeker is a three step process.

1. Staff will query the job seeker data base.
2. Staff will select the job seeker from the returned results.
3. Staff can then work with the job seeker’s record.

NOTE: By clicking in the boxes and pressing F1, you access a help box for each item. As of document creation, help screens were incomplete. Therefore, screen shots do not include the help screen. Corrected text is included.

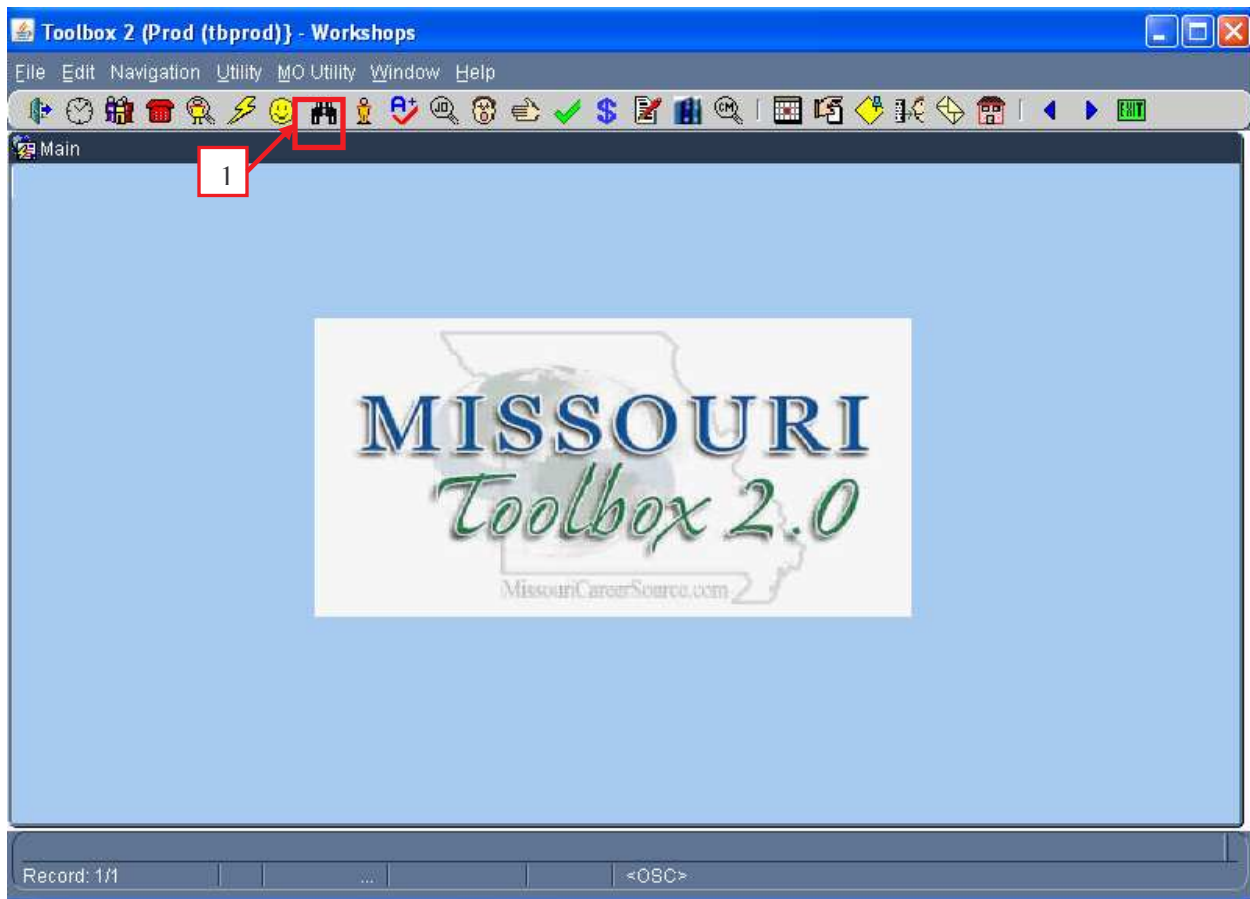


Figure # 1: Missouri Toolbox 2.0 Main Screen

Step-by-Step:

- 1) In order to find a job seeker, click on the Seeker  speed button on the speed button bar.

Find Job Seeker

Job seekers can be found by their Social Security Numbers, Phone number, Last and First name, App ID, DCN, Web User Id, or Email address.

Toolbox 2 (Prod (tbprod)) - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen

Find Seeker Seeker Info Des Job Title Edu/Cert Work History Referrals Other Scratch Pad Svc Referral Adv. Query

Search Criteria

SSN: Phone: 573

Name

Last: SMITH

First: Middle:

App ID: DCN:

Web User Id:

Email:

Search Partial Entry

Default Screen

☒ Seeker Info ☐ Referral History ☐ Assessment

☐ Desired Job Title ☐ Scratch Pad History ☐ Eligibility

☐ Education/Certificates ☐ Testing ☐ Funding

☐ Work History ☐ Service History ☐ Employment Plan

☐ Other ☐ Initial Interview ☐ Change History

Seeker Name	status	Type	Address	City/State/Zip	DOB

Enter the last name of the seeker

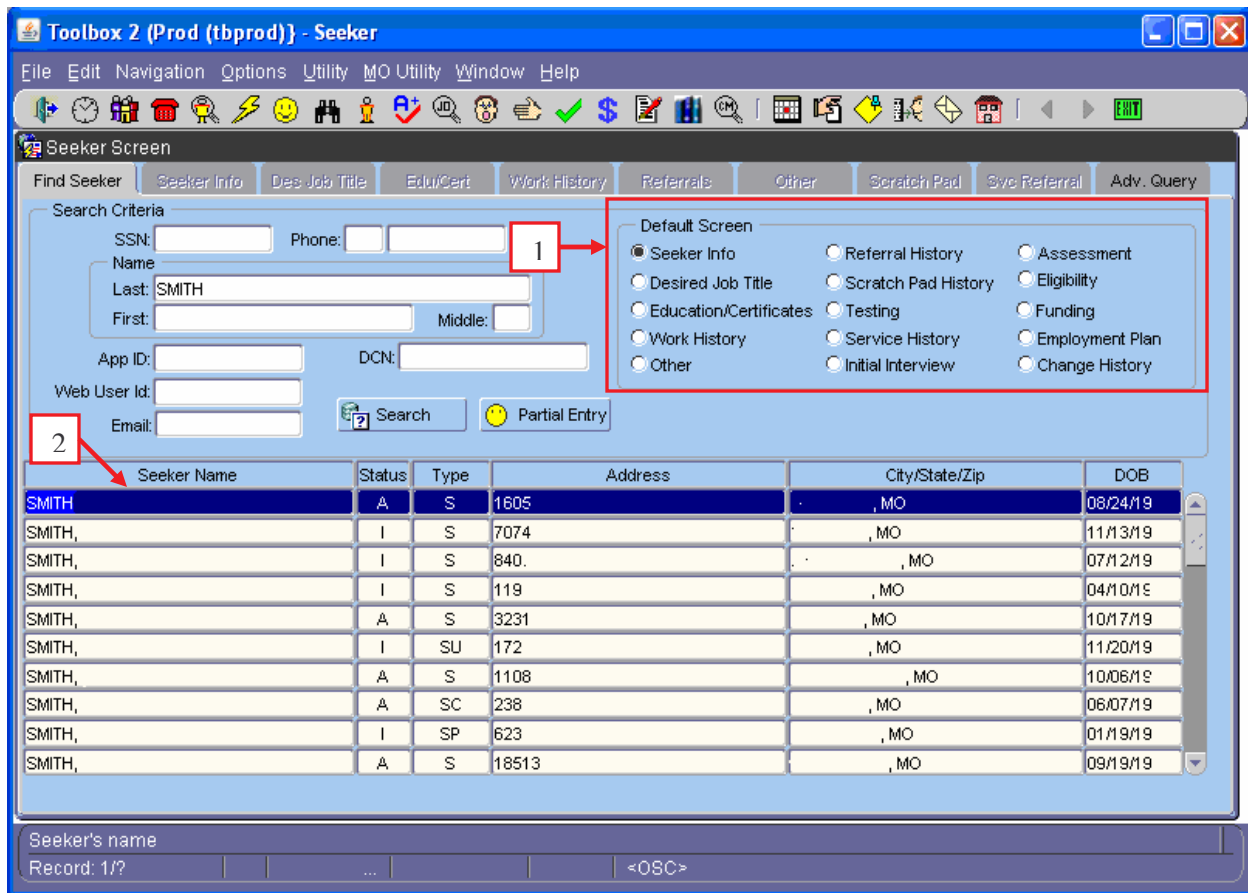
Record: 1/1 ... <OSC>

*Figure # 2: Seeker Screen
Find Seeker Tab Screen*

Step-by-Step:

- 1) Enter the job seeker's SSN, phone number, last and first name, app id, DCN, web user id or email address in the text boxes.
- 2) Click the Search button.

REMINDER: A find seeker search from the SSN, app id, web user id, and DCN should bring back a single record. A find seeker search by phone, last name, and email may bring back multiple records. The area code defaults to the staff location.



*Figure # 3: Seeker Screen
Find Seeker Tab Screen*

Step-by-Step:

- 1) Staff can select which page defaults as the next page opened after doing a search from the find seeker icon.
- 2) Once a record has been located, double click on the record and it will open to the page selected by staff as the default page. *See Figure #4* (The suggested page would be the Seeker Info page)

Seeker Information

Toolbox 2 (Prod (tbprod)) - Seeker

File Edit Navigation Options Utility MO Utility Window Help

Seeker Screen - ;E... | No Primary Counselor Assigned

Find Seeker | **Seeker Info** | Des Job Title | Edu/Cert | Work History | Referrals | Other | Scratch Pad | Svc Referral | Adv. Query

Name and Address Information

Name: K SMITH

Phone Numbers: Home: (573) Cell: Work: Other: (573)

Mailing Address: HANNIBAL MC 63401

Street Address: HANNIBAL MC 63401

☐ Bad Address ☐ Homeless Email:

Personal Information

Date of Birth: 08/24/1987 Age: 20 Gender: M Citizen: Y

☐ In School ☐ Disabled ☒ Searchable ☒ Share resume

☐ Undoc Alien ☐ Displ. Homemaker ☐ Deceased

Alien Reg #: A LEP: ☐

Veteran Information

Vet Status: N - None Transition:

☐ Recently Separated ☐ Served in Campaign ☐ Print on Summary (Resume) ☐ Service Ended by Disability ☐ Spouse Currently Deployed in Reserves or National Guard

Branch: ☐ Status Verified

Served From: Served To:

Source: PATRICIA SPENCER ☐ Partial Seeker ☐ Restricted ☐ Secondary Counselor

Seeker Status

Status: Active Date: 04/12/08 Last Update: 04/12/08

Emp Exchange: Inactive Case Management: Inactive Next Appt: Time: UI Ben Year End Dt: Inactive Next Task:

App ID: DCN:

Possible/Actual Enrollments

Date	Type of Service	Employment Counselor

Web Info Save Cancel

Seeker's first name
Record: 1/1 <OSC>

**Figure # 4: Seeker Screen
Seeker Info Tab Screen**

From the screen shown in Figure 4, the job seeker's personal information can be found. Staff can reset the seeker's password from this screen.